

# ***Full-Time Wyoming Army National Guard Vacancy (Concurrent Technician & AGR Announcement)***

ARMY GUARD AREA 3 – NATIONWIDE TECHNICIAN VACANCY ANNOUNCEMENT

And INSERVICE AGR (Category 2 Only) VACANCY ANNOUNCEMENT

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

13-May-09

**ANNOUNCEMENT #: 09-156**

**CLOSING DATE: 08 June 2009**

**POSITION TITLE, SERIES AND GRADE:** DSS/ Health Systems Specialist, GS-0671-12

**SALARY RANGE:** \$67,613.00 - \$87,893.00 per year

**LOCATION OF POSITION:** DCSPER, Cheyenne, Wyoming

**APPOINTMENT FACTORS:** Excepted Service Officer (OFF) - the incumbent of this position is required to be a military member of the Wyoming Army National Guard.

**MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA:** After selection, must possess or be eligible for assignment to a military position in (OFF) Branch 67A. Minimum military grade is O-3; maximum military grade authorized is O-6 (dependant upon control grade availability).

**POSITION SENSITIVITY:** 2 - Noncritical-Sensitive (NCS)

**AREA OF CONSIDERATION:** For Nationwide Technicians: This vacancy is open to anyone eligible to join or transfer to the Wyoming Army National Guard. (see page 3 for technician application procedures). For Inservice AGRs: This vacancy announcement is also open to presently employed Category 2 AGRs of the Wyoming Army National Guard (see page 4 for AGR application procedures).

**QUALIFICATION REQUIREMENTS:** GENERAL – Experience in administrative or technical work which demonstrates, the applicants knowledge of mission, organization, programs and requirements of health care delivery, systems, ability to analyze problems and present both oral and written recommendations taking into consideration the wide range of factors and requirements which affect the management of the health care delivery system.

SPECIALIZED - Must have 36 months of specialized experience which has included:

- (1) Experience which provided a working knowledge of health care delivery systems;
- (2) Experience analyzing and recommending solutions to complicated problems;
- (3) Experience developing and implementing various policies and procedures used in the state medical programs;
- (4) Experience involving various administrative areas such as budget, personnel, and public relations within a medical activity.

SUBSTITUTION - A maximum of 12 months of specialized experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

**DUTIES AND RESPONSIBILITIES:** Oversees and manages the medical readiness program of the state, which includes planning, coordinating, and providing guidance to all medical resources within the state. Develops, plans, coordinates, and institutes medical policies to implement higher-level directives and federal law to provide optimum guidance and support to subordinate organizations. Represents the State Surgeon as the principal full-time medical advisor to The Adjutant General, Component Commanders, the Chief of Staff, and other directorate level staff elements, and as a liaison with all State, NGB, and Federal organizations concerning medical matters. Serves as liaison between Occupational Health and the State Surgeon. Manages all resources budgeted to the state for medical programs. Prepares annual budget for the state medical readiness program to include funding at state, NGB, and DA sources. Establishes, implements, and continually evaluates internal management controls and ensures accurate and quality input into the ISR system. Conducts staff conferences to determine budget impacts caused by increased costs, changes in programs and policies, readiness requirements, and new program requirements. Supervises Preventive Medicine Section personnel and medical records handlers. Ensures effective integration and accuracy of required content of medical records for matters of mobilizations, physicals, and flight physicals. Ensures an effective information link and positive communications with MEDCOM support assets. Ensures that appropriate links are established and maintained that support administrative processes for Soldier care. Is an advocate for the Command Safety Program and Risk Management. The majority of the subordinate positions are support positions in one-grade interval occupational series. Performs other duties as assigned.

**NOMINATING OFFICIAL:** Gregory S Phipps LTC, DCSPER

**WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:**

TSgt Kent Amott at (307) 772-5134, DSN 388-5134, or E-Mail [ngwyjobs@ng.army.mil](mailto:ngwyjobs@ng.army.mil)

**Note: Acceptance of a Permanent, Indefinite Excepted service or AGR position will cause termination from Selected Reserve Incentive Program (SRIP) & Military Bonus Programs (Recoupment is dependent on type of bonus individual has).**

**PRE-EMPLOYMENT INQUIRY:** An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

**SUBMIT YOUR APPLICATION TO:** Human Resources Office  
Attn: Technician Staffing  
5500 Bishop Boulevard  
Cheyenne, WY 82009-3320

**INSTRUCTIONS FOR APPLYING:** All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

***The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.***

## TECHNICIAN SPECIFIC INSTRUCTIONS

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

### Special notes:

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/mailed applications **WILL** be accepted to accommodate **deployed members only**.

Please feel free to call us at (307) 772-5134, DSN 388-5134, or email [ngwyjobs@ng.army.mil](mailto:ngwyjobs@ng.army.mil) for any additional information or clarification that you may need in reference to this procedure.

**FOR AGENCY USE ONLY:** CPCN – 70613-79369

Paragraph – 1228

Line # -- 005

## AGR SPECIFIC INSTRUCTIONS

Must be able to serve at least 5 years in active military status prior to completing 18 years of active federal service. Must meet medical & physical standards. Must meet eligibility criteria as prescribed in Tables 2-1, 2-2, 2-3 and AR 135-18.

Individuals must apply by submitting the following documents to the Human Resources Office, 5500 Bishop Blvd., Cheyenne, WY 82009-3320, so as to arrive not later than 1630 on the closing date. Phone (307) 772-5134. Applications not containing the required forms will not be considered. Copies are acceptable. As a minimum, your packet must include the following in order to be considered:

- NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position, must be signed.
- DA Form 2-1 Personnel Qualification Record

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

### Special notes:

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications **WILL** be accepted to accommodate deployed members only.

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